

# Trustee Tips

Information and Events for Today's S.C. Public Library Trustee

July 2004

## For Your Calendar

### 2004

September 11  
*Trustee 101*

Florence County Library  
Florence, SC

Featured speaker:  
Pat Wagner, President  
Pattern Research

October 2

*Friends of South  
Carolina Libraries  
(FOSCL) Annual  
Meeting*

Richland County Public  
Library  
Columbia, SC  
[www.foscl.org](http://www.foscl.org)

October 27-29

*South Carolina Library  
Association Annual  
Conference*

Greenville, SC  
<http://www.scla.org>

### 2005

January 22

*Library Trustee  
Institute—Building  
Better Libraries  
Through Advocacy*

<http://www.statelibrary.sc.gov/lib/trustees.html>

General Session Speaker:  
Peter D. Pearson, President  
Friends of the St. Paul  
Public Library, Minnesota

## Did You Know.....

### *The Board chair shoulders many responsibilities*

**Planning**—The Chair works with the director to plan the meeting agenda and the manner in which the meeting will be conducted. The Chairperson keeps an overall view of the board year and ensures that the board is completing duties mandated by board policy or law.



**Presiding/Facilitation**—The Chair must ensure adherence to the agenda and completion of items on the agenda. The Chair must also ensure fair participation for all board members and fair exposure to all sides of an issue. The Chair must keep the meetings moving forward in a professional and timely manner and, finally, move the board to action on the issues. (cont'd on page 2)

## Orientation Scheduled for New SC Public Library Trustees

All newly appointed trustees are invited to attend a three-hour orientation scheduled for **Saturday September 11, 2004 from 10:00 am to 1:00 pm at the new Florence County Library Headquarters, 509 South Dargan Street, Florence, South Carolina.** Returning trustees who want to brush up on their skills are also welcome to attend.

Highlights include:

- Roles and responsibilities of a library trustee including your job description, your relationship to the library director and staff and how to be an advocate for the public library
- Planning for the Library's future
- Policy and liability issues

Pat Wagner from Pattern Research will be the trainer. Pat most recently was the popular keynote speaker at the 6<sup>th</sup> annual South Carolina Public Library Trustee Institute held in January 2004. There is no registration fee, but we request that you register in advance so that we will know how many people will attend. Please contact Deborah Hotchkiss, Continuing Education Coordinator at [deborah@leo.scscl.state.sc.us](mailto:deborah@leo.scscl.state.sc.us) or by phone 803-734-8646 **by September 1, 2004.**

# Responsibilities of the board chair

*(continued from front)*

***“...it is the duty of the Chairperson to promote teamwork among board members.”***

**Delegation**—The Chair traditionally has the power to appoint board members and others to committees with board consent. To do this well, the Chair must have a clear understanding of each board member’s skills, strengths and interests so that appropriate assignments can be made.

It is also the Chair’s responsibility to make sure that committee assignments are clear and to hold the committees accountable to do the job assigned. The Chair is often an ex-officio member of every committee.

**Liaison**—The Chairperson must be able to communicate board needs and concerns to the director and the director’s needs and concerns to the board. In addition, the Chair offers personal support and counsel to the director, and serves as a sounding board for the director.

**Team Building**—The board must always function as a team and it is the duty of the Chairperson to promote teamwork among board members. It may be necessary for the Chair to mediate and counsel fellow board members if the board fails to function as a team on occasion.

## New Website Available for Public Library Trustees

The South Carolina State Library has developed a new web site for public library trustees. The site includes information about South Carolina libraries, e-training modules for trustees to review roles and responsibilities, library associations, and information on fundraising and advocacy. To access the information, connect to:

<http://www.statelibrary.sc.gov/lib/trustees.html>

### New SC Public Library Trustees Appointed since January 1, 2004

**AHJ Regional Library**

Charlie L. Carlson, Allendale  
Dan Johnson, Allendale

**ABBE Regional Library**

Nona Kelsey, Johnston  
Margaret Ann Thompson, Edgefield

**Marlboro County Library**

Mrs. B. C. Greene, Clio

**Oconee County Library**

Paul Johanson, Seneca  
Sally Price, Seneca

**Williamsburg County Library**

Linda Parsons, Hemingway

If you are a new trustee and not listed here, please contact Debbie Anderson at 803-734-8626



*Trustee Tips* is a publication of the South Carolina State Library  
Editor: Deborah Hotchkiss, Continuing Education Coordinator  
Layout: Debbie Anderson, Administrative Assistant

South Carolina State Library  
P.O. Box 11469 | Columbia, SC 29211-1469  
Phone: 803-734-8666 | Fax: 803-734-8676  
[www.statelibrary.sc.gov](http://www.statelibrary.sc.gov)

